



DEVELOPMENT SERVICES DEPARTMENT
Building Division

VIEW/DUPLICATE BUILDING RECORDS AND PLANS

FORM 4553

(Rev 03/01/2012)

Building records and plans that the Building Division maintains are public records open to the public for viewing and reproduction. California Health and Safety Code 19851 requires that the City follow certain procedures when requests for the duplication of building plans are made.

1. Requestor Information

Requestor's Name:

Address:

Telephone Number:

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Email:

2. Property Information

Address (include Suite/Apt/Unit #):

Type of Building:

- ☐ SF Residential ☐ Duplex
☐ Apartment ☐ Condominium
☐ Mixed Use ☐ Commercial (specify):
☐ Other (specify):

Assessor's Parcel Number/APN:

Development Project/Subdivision Name/Phase:

Permit No.:

Approximate Year Built:

3. Building Records

☐ View ☐ Print ☐ CD (May be available when in a compatible format)

By submitting this request, I/we agree to pay the City of Chula at the rate of \$1.00 for the 1st page and 10 cents each additional page or \$5 per CD at the time of receipt of copies by myself or my representative.

- | | |
|--|---|
| <input type="checkbox"/> Original Building Permit (New Construction) | <input type="checkbox"/> Building Permit Applications |
| <input type="checkbox"/> Building Permit Job Cards | <input type="checkbox"/> Electrical Permits |
| <input type="checkbox"/> Certificate of Final Completion/Occupancy | <input type="checkbox"/> Plumbing Permits |
| <input type="checkbox"/> Sign Permit Applications | <input type="checkbox"/> Other _____ |



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4. Building Plans

All Plan requests are for VIEW FIRST ONLY. Duplication requires permission from the property owner and all design professionals. A **non-refundable processing fee of \$148.26** is due and payable at the time of submission of all forms.

- ☐ Original Building Plans (New Construction)
- ☐ Building Plans
- ☐ Sign Plans
- ☐ Specifications
- ☐ Calculations
- ☐ Other _____

Duplication Options:

- ☐ Reprographics
- ☐ CD (May be available when in a compatible format)

Pages to be Copied: _____

Do you own the subject property? ☐ Yes ☐ No

Property Owner's Name:

Address:

Telephone Number

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Email:

Currently property owner information may be available from the County Recorder's Office by telephone or in person at all Assessor's branch offices.

Signature: _____ **Date:** _____

FOR OFFICIAL USE ONLY

Request completed by: _____ Date: _____

Case No: _____ Tag No.: _____ Other: _____

Architect(s):

Architect(s):

Other(s):

Address:

Address:

Address:

Notes: _____



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VIEW/DUPLICATE BUILDING RECORDS AND PLANS INSTRUCTIONS

(Rev 03/01/2012)

Building records and plans that the City maintains are public records open to the public for viewing and reproduction. California Health and Safety Code 19851 requires that the City follow certain procedures when requests for the duplication of building plans are made. The following are the steps to ensure that your request is completed in a timely manner.

Building Permit Information Online

Building permits and inspection history for permits issued since 1992 may be available online.

1. For permit information, please access VelocityHall at www.velocityhall.com for Chula Vista, CA and click on "Check/Research Permits". From there, choose "Look Up Permits" by Address, Parcel Number or Permit Number.
2. Once the search parameters are entered, a list of permits will be displayed. Click on the permit number for permit information.
3. To view the inspection history, click on Inspections and scroll down until the list of "Completed Inspections" is shown.
4. Both the permit information and list of completed inspections can be printed.

Request Records and/or Plans

1. Submit to the Development Services Department a completed "View/Duplicate Records and Plans" form. Include the street address, Assessor's Parcel Number, permit number, type of documents requested (permit, inspection record, plans, etc.) and your contact information. Forms may be submitted by U.S. Mail or electronic mail to the following:

Attn: Building Permits/Research
Development Services Department | 276 Fourth Avenue | Chula Vista | CA 91910
or

Email: buildingdivision@ci.chula-vista.ca.us

2. Staff will determine if the records or plans are in our permanent archives. Please note, the City is not required to keep all plans. For example,
 - Section 19850 of the California Health and Safety Code specifically exempts a jurisdiction from retaining plans for single family homes that are less than 3 stories.
 - We are not required to keep original paper copies or all permits issued by the City.
 - Electrical and plumbing plans for single family homes may not be required and may not be available.
3. Staff will contact the requestor listed on the form within 10 days regarding the availability of the requested records or plans in our archives. Generally, staff will make every attempt to notify the requestor by the end of the next working day.
4. All request for plans are for **view first only**. The City will NOT print any plans until permission is granted by the current property owner and any listed certified licensed registered professionals stamped on the plans.

View records and/or plans

1. Once notified by staff of the availability of records and/or plans, please visit the reception desk at the Development Services Department Counter.

276 Fourth Avenue | Chula Vista | California 91910 | www.chulavistaca.gov | (619) 691-5272



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2. You will have 10 working days from the date of notification to review or have the document copied. The documents will be returned to its original location after 10 working days unless staff has approved an extension of this timeframe.
3. Documents will be brought to the counter or will be made available for viewing at our self-help computer terminals.
4. Documents cannot be removed from the Development Services Department nor can plans be traced or photographed.
5. Please note that City staff does not interpret plans. If you are unable to read and/or interpret the plans, then it is recommended that you consult the services of a licensed professional (architect, engineer, contractor, etc.).
6. If you will request duplication of plans, please note the necessary building plans' page numbers. This information will be required for duplication of any plans.
7. Please inform the reception desk when you are done viewing the requested building plans and return all documents.

Request Duplication of Records and/or Plans

1. Copies of permits can be made at a rate of \$1.00 for the first page and \$0.10 for each additional page or \$5.00 per CD, when in an available and compatible format.
2. Building plans are available for **view first only**. Plans are the property of the architect/building designer. A plan cannot be duplicated in whole or in part unless letters authorizing the duplication are submitted to the Building Division by both the owner of the building and the architect/designer and for any/all certified professionals that have stamped the plans you wish to duplicate.
3. After viewing plans and to request a copy, please return the application to View/Duplicate Building Records and Plans (Form 4553) along with the Affidavit (Form 4554) to the Reception Desk. If you are the current property owner, please present proof of ownership (Grant Deed or current property tax receipt) and also submit the Declaration of the Original or Current Building Owner (Form 4556).
4. A **non-refundable processing duplication fee of \$148.26 for plans** is due and payable at the time of submission of all required forms. This fee covers the cost of processing the request and does not include the cost of duplication.
5. Be prepared for this process to take an estimated 30-60 days to complete. California Health & Safety Code Section 19851 states that a design professional has 30 days to respond to this request and an additional 30 days due to extenuating circumstances.
6. Once permission to copy building plans is granted, plans will be made provided to you either by printed copies or electronically.
 - Option A: Printed copies of building plans are duplicated by a licensed bonded reprographics company at the actual cost of duplication. City staff will make all arrangements for duplication. Customer will be responsible for payment and pick up with the reprographics company.
 - Option B: If information is available in a compatible format, you may purchase a CD containing a PDF version of the requested building plans from the Development Services Receptionist. This process takes approximately 2-3 business days to complete. Cost of the CD is approximately \$5.